

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
January 4, 2016

**Call to Order.**

The Allenstown Select Board Meeting for January 4, 2016 was called to order by Mr. Gryval at 6:04p.m.

**Roll Call.**

Present on the Board: Jeff Gryval, Jason Tardiff, and Kate Walker.

**Others Present**

Residents of Allenstown: Chad Pelissier

Others Present: Tiffani McIntosh, AFD Applicant.

Other Public Officials: Larry Anderson, Sewer Commission and Beth Houllis, Parks & Recreation Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Dana Pendergast, AFD; Kathleen Rogers, Town Clerk; and Ron Pelissier, Road Agent.

**Citizens Comments:**

**Consider hiring of personnel in the Fire Dept.**

Chief Pendergast stated they had a sign on the building and put ads out. He stated they received several applications. He stated all applicants went through Oral Boards and an interview with him. He stated he sent their information to the State.

The Chair asked Mr. Mulholland if he was familiar with the process and does it meet all their policies. Mr. Mulholland stated they (himself and Chief Pendergast) had met a couple of times and gone over the policies and procedures.

Chief Pendergast stated they have four candidates for call fire fighters. He introduced Tiffani McIntosh, Karen Foucher, Dan Fitzgerald, and Anthony Polluck.

The Chair asked what the roster will be brought up to if the four candidates are hired. Chief Pendergast stated it will bring the roster up to 20 call fire fighters.

Motion. Mr. Tardiff made a motion to hire Tiffani McIntosh as a call fire fighter with a pay rate of \$12.44 effective date of January 4, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to hire Karen Foucher as a call fire fighter with a pay rate of \$12.44 effective date of January 4, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to hire Danielle Fitzgerald as a call fire fighter with a pay rate of \$12.44 effective date of January 4, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to hire Anthony Polluck as a call fire fighter with a pay rate of \$12.44 effective date of January 4, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Discussion of Volunteers Park with Parks & Recreation Commissioner**

Mrs. Houlis stated there needs to be a more official process for obtaining insurance forms. She explained she has a challenge of verifying the insurance forms have come in. She suggested if there was a way to see who has turned in their forms she would know who she needs to chase down.

The Chair asked how it works when someone wants to use the park. Mrs. Houlis stated sometimes people go to her and sometimes they don't. She stated the forms generally come into the Town Hall but she has no way of seeing who has submitted them.

The Chair asked what they can do to help them out. Mr. Mulholland stated he goes through all the insurance certificates and if they don't get the forms he contacts people. He stated there is one group where they are not covered and don't provide forms to the town. Mrs. Houlis stated they need to be more firm about not using the field if there's no insurance form.

The Chair asked how they did things last year. Mrs. Houlis stated Mr. Mulholland did most of the work. The Chair stated things have changed from the way they used to do things and the Town Hall tries to help out when they can. He expressed concern; however, of Mr. Mulholland doing the paperwork yet Mrs. Houlis needing to follow up on it. Mrs. Houlis stated it would help if Mr. Mulholland can send her a note of who needs to get the forms in.

The Chair asked is it enough time for the groups to get their insurance forms before the Commission has a meeting and when they need to use the field. Mrs. Houlis stated they should have proof of insurance available at any time. She stated all they have to do is ask the insurance company to fax it to the Commission. Mr. Mulholland stated for the people they deal with on a regular basis, the insurance companies automatically send the new form.

Mr. Tardiff asked if they can have them put the insurance form in with the application. Mr. Mulholland stated right now there is no coverage at all so until they get an insurance certificate the Parks & Recreation Commission is not going to approve it.

Mrs. Houlis suggested they have an early meeting in April and explain to the groups they need to bring their insurance forms in order to use the field.

The Chair asked if it would make sense to do the same thing they did with the Community Center and have the town staff do it. Mrs. Houlis stated it could be an option for Volunteers Park. Mr. Mulholland stated Mrs. Houlis would approve the application and then the BOS would approve the certificate and all other paperwork. The Chair stated it would give Mr. Mulholland the authority to tell people they can't use it if the forms aren't in. There was discussion of looking for volunteers to help with the Parks & Recreation commission.

Mrs. Houlis determined to allow the BOS to take over Volunteers Park. Mr. Mulholland stated they have to change the ordinance which will say Volunteers Park will be under the jurisdiction of the BOS instead of the Parks & Recreation Commission.

### **Re-approve the Investment & Cash Management Policy**

Motion. Mr. Tardiff made a motion to approve the Investment & Cash Management Policy. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Re-approve the Safety Program Policy**

Mr. Mulholland stated there are new people on the committee for this who haven't reviewed the policy. He asked the Board to give the committee time to review it.

### **Meet with the Road Agent to discuss corrective action plan in regards to the NH PLT report.**

The Road Agent stated NH PLT says they need ADA accessibility to the trailer. He stated they don't believe they need the ADA accessibility to get into the trailer. The Chair asked what the next step is. The Road Agent stated the residents don't have to go into the trailer. Mr. Mulholland stated it is not open to the public; it is an office space. He stated the job description of the highway dept. employees requires them to be able to go up the stairs.

The Road Agent stated they already addressed the eye wash station.

The Road Agent stated the containment for the oil has passed the DES and DOL. He stated they know it is not adequate and they are working on a confinement. He stated if they were to decide to build somewhere else, would it be a waste of money. He recommended they construct a confinement at the Highway Department. He stated they are working on a plan to get it done. He stated the concrete work for this was \$6,500 but they aren't sure how much it will cost for a roof on it.

The Road Agent stated they have a floor drain but aren't sure where it goes. He stated they could seal it which would be a huge problem because all the stuff falls on the ground after a storm. He stated they could build an oil separation unit which is very pricy. The Chair asked if it would be a closed loop system which they could move to a new facility. Mr. Mulholland stated it is like a septic system and is concrete so they couldn't move it. The Road Agent stated they have come up with less expensive ways but they aren't sure they want to spend the money to do this if they are going to move to a different location. He suggested the most viable option is to look for a location for another building.

The Chair asked what type of jeopardy they are in if they go with Option C. Mr. Mulholland stated they are in significant jeopardy. The Road Agent stated if they could devise a system to separate the oil relatively inexpensively.

The Chair asked what the ramifications if they seal the drain. The Road Agent stated they won't be able to bring the trucks in after a storm. He stated they would have to wash off the trucks before bringing them in. Mr. Mulholland stated they are at the point where something has to be done because they are in violation of the law right now.

The Chair stated they were going to look into the floor drain issue before. He asked The Road Agent and Mr. Mulholland to look into it a little more and come up with a better solution.

Mr. Mulholland stated they have to have a system which separates the oil and the water. Mr. Tardiff asked if there are specifics of how they want it done. Mr. Mulholland stated there are no specifics. He stated another option is to have it discharge into the waste water treatment facility which is what the Fire Department does. The Chair asked them to come back with some more ideas by their February 8, 2016 meeting.

### **Approve resolution for the establishment of the Public Works Facilities Space Needs Committee.**

The Chair stated he will be on the committee. Mr. Mulholland stated it is a Selectmen's committee so the BOS will appoint the people on the committee.

Motion. Mr. Tardiff made a motion to approve the resolution for the establishment of the Public Works Facilities Space Needs. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Discuss tax deeding of property located at Map 103 Lot 20.1 and 20.2.**

Mr. Mulholland stated the property was originally owned by Federal National Mortgage and then they found out the deed transfer wasn't caught by assessing. He stated the tax bill wasn't paid for the two lots but there was an error with the tax bills not being sent to the right place. He stated the owner is deceased and they have been dealing with his son. He stated the son has been in several times to speak with Ms. Rogers when she suggested applying for a payment agreement. The interest and fees have already been abated. The Board either needs to tax deed the property or issue a tax deed waiver.

Ms. Rogers stated she did give the son a payment plan application and asked him to complete it but has not heard anything back from him. She stated the property is supposedly going through probate right now. She stated there is a parcel and house between these two properties. She stated the son is upset because he thought he was paying for all three properties and is upset because he feels it was a huge error on the town's part.

Mr. Tardiff asked for what reason would they waive this. Mr. Mulholland stated he can't think of a reason. He stated they have given him an opportunity to make payments and nothing has been done. He is still responsible for paying the taxes owed.

Ms. Walker asked the property is going through probate. Ms. Rogers explained they were sending notices to Federal National Mortgage and they hadn't been notifying the son under recently. She stated he thought he was paying for all three properties.

Motion. Mr. Tardiff made a motion to deed property located at Map 103 Lot 20.1 and 20.2. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Discuss ECity proposal for electronic permit application process.**

Mr. Mulholland stated ECity is affiliated with EB2.gov which is the platform which people pay online for all the things which go to the Town's point of sale. He stated it is not something they have to pay for. He stated it would allow people to submit their applications electronically. He stated it can be for all their permits. He stated the applicants would pay a convenience fee. He stated the only way people would be submitting permits would be electronically.

Chief Pendergast stated it will make things a lot easier. He stated it will populate a lot of the forms and make it less paperwork for them. Mr. Mulholland stated it will be legible and the application will be completed.

Mr. Tardiff asked if they can have it so some paper would need to be brought in. Chief Pendergast stated when someone applies for the permit; it is not going to be submitted until everything is complete. Mr. Mulholland stated it calculates the amount which needs to be paid.

Mr. Tardiff asked about checking licenses. Chief Pendergast stated they can make it required to attach a copy of the license.

Chief Pendergast stated it is going to require them to review the application. He stated they have a lot of the same people applying for projects so they have licenses on file already. He stated sometimes they have commercial projects where he requires licenses for each person on the permit.

Ms. Walker stated she likes the idea because it is the way things are more electronic. She stated they will also have a way of doing checks and balances. Chief Pendergast stated right now

people come in and want to pull permits on a Friday and if the town hall isn't open, it makes it difficult.

The Chair asked why they have to do it one way or the other and why they can't do some paper and some electronic. Mr. Mulholland stated they need the volume in order to for ECity to make it profitable without charging the town for the cost. Ms. Rogers stated she thinks a lot of people who are going to enjoy it and yet a lot of people who are going to complain as well. The Chair expressed concern with the residents who are not computer literate. He stated if they could offer both it would be great but he is not in favor of one or the other.

Chief Pendergast stated a lot of the users are contractors and not many citizens. Mr. Tardiff asked how easy it is for a citizen to use. Chief Pendergast stated it looked pretty easy to use as it is a fill in the blank.

The Chair asked if there is anyone else they could use to do the electronic or paper. Mr. Mulholland stated they would have to setup everything themselves and make monthly payments. The Chair asked would it be cost effective to do it. Mr. Mulholland stated it is easier to walk a few people through the process then to pay a monthly fee on a regular basis.

Mr. Chad Pelissier suggested for those who want to do paper, have Chief Pendergast file it electronically and charge them accordingly. He stated this way ECity is still getting all the permits through them. Mr. Mulholland stated they could do it but they would have to decide if they want to charge more money. The Chair stated he thinks for a lot of the residents this will be more difficult for them than doing it by paper. There was further discussion about those who are computer illiterate and rather or not they should do electronic permits.

The Chair asked who is going to save time. Chief Pendergast stated they all will save time. The Chair stated he thinks they are making a big deal out of nothing. He stated they have improved things at such a rate the citizens and other departments are having a hard time keeping up with them. Ms. Walker expressed concern for those who don't have credit cards and needing to make a payment online. Chief Pendergast stated the applicants can still pay via cash.

Motion. Mr. Tardiff made a motion to approve the ECity proposal for electronic permit application process. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –No; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair called the meeting to recess at 7:20pm.

The Chair called the meeting back from recess at 7:27pm.

**Discuss Avatar re-evaluation proposal.**

Mr. Mulholland conference called Loren Martin of Avatar to discuss the proposal. He explained he asked Ms. Martin for the proposal and a timeline. He stated they are scheduled for a re-evaluation in 2018 however if their ratio gets to a certain point before 2018 they may have to do a re-evaluation before then. He stated if they do it in 2018 it will be \$52,380 and if they do it in 2017 it would be \$48,000.

Ms. Martin stated the ratio is currently around 94%. She stated since they last evaluated it the market has appreciated. She stated if they want to have a proactive approach to get things back in line they could do the re-evaluation in 2017. She stated it would put their market value back up to 100% of value. She stated the taxpayers shouldn't see a big shift in the tax burden. She stated keeping track of what's happening in the market on a year to year basis is an important thing.

Mr. Mulholland stated one of the big issues is the American economy has a recession every ten years. He stated if the pattern holds, sometime around 2018 or 2019 there may be a recession. He stated they want to time the re-evaluation to be the optimal time. Ms. Martin stated in 2013 the ratio was at 120% so when they did the evaluation they brought them done. She stated she doesn't know if there is an optimal time.

The Chair asked what the pros and cons were if they do it in 2017 versus 2018. Mr. Mulholland stated if the height of the economy ends up being 2017 and then three years later they are at the bottom of the economy they may have to perform a re-evaluation again. The Chair asked if there is any way of getting the valuations back up to 100% without doing a complete re-evaluation. Ms. Martin stated they aren't doing a complete re-evaluation. She explained they would go through a full update. She stated the only other option is to try to do a statistical update and take out some of the other processes. She stated they feel it's very important to notify the taxpayers and have the opportunity to discuss things before they get a tax bill on it. She stated those processes are more cost involved.

The Chair asked when the last time they did an update was. Ms. Martin stated they did the last update in 2013. She stated they started to collect data for the cyclical process in 2014 with the end goal of updating in 2018. The Chair asked how they will handle the 25% which should be done in 2017 if they do the update in 2017. Ms. Martin stated they would finish the 25% before the evaluation. She stated they would start early so they finish with all properties prior to the update.

Mr. Tardiff asked if it has to be approved by the 2017 budget. The Chair stated yes it would. Ms. Martin stated it is in their budget as a four year agreement.

The Chair asked what Mrs. Severance's opinion was on this. Mr. Mulholland stated she encouraged it. He stated he is trying to find the optimal time to do it.

Mr. Mulholland explained they don't have to act on this right now. The Chair stated if the Board has an opinion, he would like to get it done.

Motion. Mr. Tardiff made a motion to approve the re-evaluation proposal for 2017. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Accept grant funds from the NH Dept. of Safety in the amount of \$4,000 for re-writing the Town's Emergency Operations Plan.**

Mr. Mulholland stated the Emergency Operations Plan has to be rewritten every five years and is due this year. He stated it requires a matching fund from the town which will be a soft match. The Town is accepting the EMPG grant agreement as presented. The total project cost is \$8,000. This includes force account labor costs (\$4,000) and the consultant costs (\$4,000).

Motion. Mr. Tardiff made a motion to accept grant funds from the NH Dept. of Safety in the amount of \$4,000 for re-writing the Town's Emergency Operations Plan. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Request transfer of funds from the Landfill Capital Reserve Fund to the General Fund to pay for invoice from Nobis Engineering.**

The Chair stated it is something they do every year for their testing. Mr. Mulholland stated the invoice was a lot less this year. The Chair stated they are testing less wells.

Motion. Mr. Gryval made a motion to approve the transfer of funds from the Landfill Capital Reserve Fund to the General Fund to pay for invoice from Nobis Engineering. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

## **TOWN ADMINISTRATOR’S REPORT.**

Mr. Mulholland stated he had a couple of tax liens for them to sign off on.

### **Community Center Status Update**

Mr. Mulholland stated the foundation walls are up. He stated they are starting the back fill. He stated they are preparing for interior footings. He stated they expect to be putting walls up by the end of the month.

The Chair asked if the cold snap will affect the work. Mr. Mulholland stated they don’t think it will affect things. He stated they need to get the gasoline contamination soil out of there and to Casella before they can put the rest of the storm drain system in. He stated it is expected to be done by Friday.

### **Department Head Staff Meeting**

Mr. Mulholland stated the staff meeting went well today. He stated they discussed separate bills for 2015 and 2016 and putting them in the right field in the accounting software. He stated they discussed attending the town budget meetings on January 16 and 30<sup>th</sup>. He stated they discussed it is important the bills get in because the MS 737 will show what they expended for 2015. He stated the MS 737 will be signed by the Budget Committee on January 16, 2016.

Mr. Mulholland stated the first Strategic Plan meeting will be on January 14, 2016 at 10am.

Mr. Mulholland stated they have worked out Fire Mutual Aid agreements. He stated Tri-Town Ambulance does not have any Mutual Aid agreements which they are working on.

Mr. Mulholland stated the Fire Department Employee Survey meeting will be on January 12, 2016 and the Police Department will be on Wednesday at 3pm.

Mr. Mulholland stated they sent out the Slice of Life health insurance program flyer on doing health screening. He stated they are looking at putting on mental health training on the second and fourth Tuesdays of February.

### **Review Minutes: December 21, 2015**

Motion. Mr. Tardiff made a motion to approve the minutes for December 21, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Approve Payroll and Accounts Payable Manifests: AP: 122315, 123015 Payroll: 122315**

Motion. Mr. Tardiff made a motion to approve the Accounts Payable Manifest for December 23, 2015 and December 30, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the Payroll Manifest for December 23, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:56 pm.

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TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

January 4, 2016

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**Signature Page**

<b>Original Approval:</b>	
 JEFFREY GRYVAL, Chair	01/25/2016 DATE
 JASON TARDIFF, Member	02/02/2016 DATE
 KATE WALKER, Member	01/26/2016 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE

# Signature Certificate

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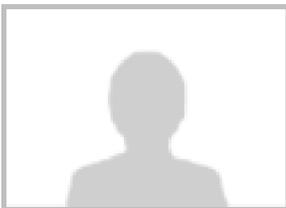


**Kate Walker**  
Party ID: YXVXW9JWZIJJKS49U7RUY  
IP Address: 65.175.133.144  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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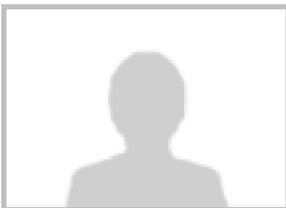


**Jason Tardiff**  
Party ID: MFPNMCJLGJBDL6LDCMKZVZ  
IP Address: 173.9.43.198  
**VERIFIED EMAIL:** jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Jeffrey Gryval**  
Party ID: 2NC8YW16W2N7FVWWLKA2C  
IP Address: 104.129.196.79  
**VERIFIED EMAIL:** jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

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2016-01-25 10:58:25 -0800

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144  
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.79  
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.79



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# Signature Certificate



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2016-01-22 09:53:35 -0800

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -

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